

(SAMPLE ONLY)
Command Letterhead

1500
Ser
Date

From: Commanding Officer,

To: Commanding Officer, Naval Education and Training

Professional Development Center, Pensacola, FL

Subj: Request for TA/NCPACE Policy Waiver ICO PS1 JOHN E. DOE

1. Forwarded recommending approval with the following circumstances.
2. Subject member attempted to enroll in course MAT 1033 (Intermediate Algebra) at Florida State College at Jacksonville (FSCJ). SVM was unable due to no access to the My Education Portal while deployed.
3. In the future the ESO will brief all Sailors to submit their applications prior to departure for training and at least 60-90 prior to the start of the term. This command supports any opportunity to attend school while off-duty. The reason this course is needed now rather than later is, i.e. PRD, deployment, retirement, only taught once a year.
4. The command approver was on leave/TAD, in the future there will be an alternate to prevent future delays.
5. Point of Contact for this command is LT Jimmy John at 757-555-1234 or jimmy.john@cvn99.navy.mil

J. P. Jones

This sample letter can be worded for the reasons of lateness due to Permanent Change of Station (PCS), Temporary Additional Duty (TAD), Emergency Leave, Operational Commitments and Hospitalization. It must be on Command Letterhead from your CO/OIC/XO/CMC. Bottom line is the command needs to explain how this happened and how they will improve the process.